

~~SECRET~~FOREIGN DOCUMENTS DIVISION

PROGRESS REPORT

1 January to 30 June 1954 and for Fiscal Year 1955**I.** Summary of Progress for the Period 1 January 1954 to 30 June 1954 and 1 July 1954 to 30 June 1955**A.** Progress in terms of stated objectives

The 18 months of 1 January 1954 to 30 June 1955 saw Foreign Documents Division substantially meeting its objectives in all categories.

The influence of the NSCID-16 Subcommittee on Exploitation of Foreign Language Publications was increasingly felt. Chaired by the Chief, FDD, the Committee met consistently every two weeks to pool the requirements of the IAC and to coordinate foreign documents exploitation *and translation.*

Early in 1954, the Committee expressed the need for scheduled reporting in breadth, as opposed to sporadic studies in depth. Under the program guidance provided by the IAC representatives, FDD, as of 30 June 1954, had set up 19 reports for issuance periodically, varying from weekly to semiannually. These covered the fields of *Soviet* ~~USSR~~ and Orbit science and technology, Communist China, and part of the USSR program.

By 1 January 1955, all area programs had been covered by the Subcommittee and FDD was issuing periodically regular reports under 40 titles, and two continuous operations were supplying information on file cards. *(See Tab A)* The six-month review of the program was already under way by the Committee and by the end of ~~the~~ FY 55, ten of the original series of reports were either cancelled or combined and 12 new ~~with~~ reports had been initiated in answer to requirements. The changes were effected mainly in the USSR, Far ~~East~~ East, and Western World areas.

Through the Subcommittee medium, the Division was able to fulfill its prime objective for the period, that of more exactly determining the needs of consumers for information ~~See Foreign~~

~~FROM FOREIGN LANGUAGE PUBLICATIONS.~~

from foreign-language publications.

Via the serial publication method, the Division was able to answer another requirement advanced by the Subcommittee early in 1954 to cover Chinese Communist publications in breadth. To ^{as requested by the Subcommittee,} effect this, FDD started a series of annotated bibliographies of Chinese Communist monographs, indexes of two Chinese Communist newspapers, and tables of contents of certain Chinese Communist economic periodicals. Serial indexing, weekly, of the Italian newspaper "La Stampa" was also initiated.

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~~Cooperative agreements set up in the spring ~~1954~~ between FDD, Air Technical Intelligence Center, and the Air Information Division, for the abstracting of technical and scientific Soviet periodicals got under way at the start of the fiscal year. FDD had taken over 19 titles for its part of the operation, the abstracts being supplied on 5 x 8 cards. This operation was continuing as the fiscal year ended and the Division had ~~produced 1700 abstracts during the year.~~ *to date*~~

Also fitting into the developing picture as drawn by the Subcommittee, another objective of 1954 was realized as the result of a thorough review of the 170 guide requirements outstanding against the division. The heavy overlapping and duplication among these "guides" (on receipt from all areas of the IAC), and the pertinent clarifications of needs evidenced in Subcommittee discussions, ^{on 31 May 1954} resulted in FDD's abandonment of the guide-type requirements and accepting their substance as general indication ~~for program guidance~~ for program guidance, ~~and~~ providing for greater coordination of effort in meeting such requirements.

As a major contribution to greater coordination of foreign-language publication exploitation, in conjunction with Subcommittee desires, FDD prepared a survey of such activity by government agencies. This survey was published ^{in April 1955} as an FDD Reference Aid entitled "Foreign Publications Exploitation Review." Broken down by area and country,

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~~this~~ ^{types of} issue listed ~~only~~ ^{exploitation} reports and ~~translation~~ products available to the intelligence community. Augmenting this publication, a follow-up Reference Aid, "Foreign ~~Language~~ Language Serial Publications Exploited by Foreign Documents Division," was published by ^{in June.} FDD. This issue listed by area and country all newspapers and periodicals used in FDD operations. Each entry was annotated to include language, periodicity, publisher, place of publication, editors, political affiliation, and such other pertinent information available. The Division planned to publish ² revised additions of these Aids annually.

Throughout the ^{readjustment} ~~development~~ of FDD operations to meet the Subcommittee requirements, the Division ~~perforce~~ extended itself toward its objective of closer relations with the consumers of its products. ~~Memoranda~~ Detailed clarifications of Subcommittee generalizations was necessary and increased operational liaison between counterpart analysts was ^{developed} ~~the answer~~. Only through this activity on the part of FDD was it feasible ^{in the spring of '54} to launch the first issues of ~~the~~ scheduled reporting ⁵ ~~system~~ in a fair way to meet closely the demands of the users.

The liaison upswing was even more evident as FY 55 advanced. FDD met their counterparts in almost all offices of the Agency and numerous groups from ORR, OSI, OCD, ~~OCI~~, and the DD/P area visited the Division and were briefed on its operations and ^{better} ~~better~~. In turn, ~~FDD~~ people were briefed to ~~better~~ ^{better} acquaint them with problems, capabilities. ^{of the} Continuing direct contact was established with ^{consumers.} other IAC organizations. In this way the subject coverage in the scheduled area reports was pinpointed, refined or revised, and specific requirements for information or for translation service were more easily expedited.

The ^{Linguist} ~~Language~~ Service, operated in ~~the~~ was so successful that it was placed under full-time staff supervision. ^{with} Rotation of assisting personnel provided ^{ed} another great training and liaison boost while expediting spot service and better acquaint-

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The ceiling of [redacted] Division personnel and the restriction of funds for contract operations ^(in the last half of FY54) required a close screening of translation service requests so as to hold demands within the Division's capabilities. Funds for sufficient overtime were lacking for a time, but were eventually provided to allow for FDD this flexibility in handling target-dated classified material. However, the Division showed 4743 pages of translation in the classified backlog on 30 June 54 as compared to 6294 pages on hand 1 January 1954, a reduction of better than one-third.

The unclassified contract service was also satisfactory as FY 1954 ended. Demands of the CIA offices had been met and the backlog stood at 5,331. This was accomplished in spite of rigid control of contract funds requiring allocation of quotas to the various requesting offices and a strict screening of requirements for actual need or value.

Classified translation service requirements against FDD increased during FY 55 throwing an additional burden on to the Division in the face of the broadened and accelerated exploitation program. The Division in 1954 had handled 74,635 pages of foreign languages while in 1955 this total was nearly doubled to 146,007.

More than half of this was involved in a special project completed almost entirely on ~~an~~ overtime, ~~schedule~~. Even so, as the year ended the current classified backlog had been reduced to 4172 pages. The year's work included several projects in reverse translation~~x~~ for OTR and DD/P and several special scientific and technical translations. Not only was the volume of translation requirements adequately serviced, but the service was on the whole timely owing to a refined system of suspense checks and priorities.

Controls of contract requirements continued through FY 55 with the Division meeting all demands of the Agency offices. However, administrative and organizational difficulties encountered by the contractors lowered the capabilities in this operation. *On 20 June, at the year's* end 16,551 pages of ~~lower priority~~ material had to be carried over to FY 56. Organizational changes on the part of the contractors promised to provide more expeditious handling of ~~and jobs~~ *translations* and an early reduction of this backlog. The contractors had cooperated fully in providing selected translations on duplimat plates for multiple-copy reproduction and ~~so~~ *thus* reduced the number of unpublished reports, oxid reproductions of which had ~~so~~ *greatly* overloaded Records Center capacity for supplementary distribution. *An external petroleum project, started in 1954 on request of AEC, was continued successfully through 1955.* Project restrictions all but eliminated the Division's propa-

Budget restrictions all but eliminated the Division's propaganda analysis effort after 1 January 1954, but ~~requirements~~^{requirements} for such studies required early support for the FDD staff coordinator. Two experienced area analysts to cover Russia and China were assigned to the coordinator as planned. These three specialists produced on ONE requirement, a Research Aid entitled, "Some As-

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pects of Sino-Soviet Relations Following Stalin's Death." To meet additional requirements in this field of information, this ad hoc staff was continued into the next fiscal year.

Three more extensive analyses were prepared in support of national estimates during FY 55 on requirements of ONE. A fourth study was issued for the clandestine services use. Loss of trained personnel in this field as the year closed, and action to integrate [REDACTED] this effort indicated its termination as an FDD function.

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The Consolidated Translation Survey continued to expand its coverage in 1954. In January, it became evident that ~~hope~~ to coordinate ^{ion of} coverage with the new Scientific Technical Translation Center in the Library of Congress ^{provided only} ~~had~~ minor results.

The STTC could contribute little not already covered by the CTS ^{and its accessions were not as timely.} Most of the ~~latter's~~ ^{CTS} expansion was effected in the industrial and institutional fields via the cooperation of Contact Division, OO.

X The CTS prevented 2⁰8 cases of duplication totaling 4869 pages during the six months ending 30 June 1954. Increase in its subject survey service was evident as a result of operational liaison. There were inquiries from five IAC offices, resulting in 44 surveys developing 3082 appropriate items for use of analysts.

Popularity of the CTS increased during 1955. Numerous CIA groups received briefings in its use and operation. Most ~~numerous and~~ ^{meetings with} noteworthy were ~~the~~ ^{the} OCD/CIA Library personnel, liaison with whom resulted in an efficient coordination of CTS listings with the Library's numbering and file systems.

During FY 55, more than 5,000 items checked against the CTS index resulted in prevention of over 500 cases of duplication. These involved upwards of 15,000 pages, representing a saving of nearly \$75,000 figured in conservative cost per page.

More than 5,000 items were checked against the index during FY 55 with the result that ⁵⁰⁷518 cases of duplication, involving ^{14,582}15,000 pages of translation, were prevented. At a conservative average cost of \$5 per page this represents a monetary saving of \$75,000. No estimate ~~can~~^{could} be made of duplication prevented through direct use of the CTS monthly listing which is disseminated to 270 users in the IAS. Subject surveys were made on 48 requirements from analysts and 3,542 appropriate translations were listed for possible reference to their projects. (See Tab B).

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Delays in dissemination of FDD reports, which at the end of 1953 had presented a problem remote from FDD control, were considerably decreased in the closing months of FY 54. Revised methods of processing reports through OCD, assisted by FDD's cooperation in supplying multiple copies for screening (analysis), dropped the average elapsed time for dissemination from 14 to 10 working days.

However, the increase in volume of FDD Summaries and Reference Aids with the expansion of ~~the~~ ^{during FY 55} scheduled reporting proved an overload for the Reproduction Division's capacity and a new delay factor developed in FDD dissemination. In spite of liaison to effect ¹⁵⁷ correction, the situation worsened until Reproduction scheduling was almost two months in arrears. A conference ^{on 27 June with Reproduction officers} to readjust ~~the~~ FDD priorities and re-establish the schedule appeared to indicate successful correction within a reasonable period.

The Division's intention to maintain or increase its training operations were realized successfully in early 1954. Six received language training within CIA, and six were given external courses. Three attended area and specialty courses and 24 participated in industrial field trips. ^{Nine} ~~Eight~~ participated in management ^{courses} ~~training and~~ ~~one~~ ~~in human resources~~, while ~~one~~ received ^{typing and clerical} ~~training~~, and ~~five took~~ clerical refresher courses. Two participated in the Interim Intelligence Course in Science, and ~~one~~ ^{completed the CIA Basic Orientation} ~~Course~~. 25X1A

Training in FDD went on in FY 55 to attain a new peak. The Division's intention to "backstop" its linguist slots ^{by} ~~and to~~ increase ^{ing} the flexibility of personnel resulted in ~~one~~ of the people participating in language training. Of these, ~~one~~ were studying in the Division's internal program, and ⁹ ~~one~~ received ~~external~~ instruction through the Office of Training. Six participated in area studies; ~~one~~ took Basic Orientation, one took technical training, and ~~one~~ engaged in observation tours of industrial plants. In the supervision and support field, ~~one~~ attended management courses, ~~one~~ took Basic Supervision, and ~~five received~~ ^{and} clerical refresher training. ^{(See TAB C).} 25X1A

As FY 1954 was completed, the Division had also effected reduction in the quantity of unpublished reports, as planned. Specific effort on the part of FDD as well as curtailment of unclassified translations assisted in attaining this objective in 1954. The FDD "U" Reports

turned out in this half year totaled 878, or 19,634 pages, as compared to 1444 reports totaling 37,311 pages issued in the previous six months (1 July to 31 December 1953).

This down-trend ~~comparison~~ continued through FY 55 with only 909 U-Reports, totaling 24,474 pages, filed for ^{the} fiscal 12-months as against 2419 reports totaling 58,810 pages issued in FY 54. This in part resulted in the classified field from the new methods of reporting with greater brevity and greater breadth in the scheduled series, and in the use of an advance copy system for service to specific requesters providing for publication later. In the unclassified field, the cooperation of contractors in providing translations on multiple-copy duplicating plate provided ^{beginning 3 December 1954,} for the issuance of such material as "unedited" translations and in a new [REDACTED] information report series, thus greatly cutting down the unpublished issuance in this category.

FDD had issued 79 unedited translations and 643 [REDACTED] reports by 30 June 1955.

Another objective for FY 55 was met with the increase in the Division's publication of Reference Aid material. Besides the Chinese Communist coverage noted above, ^{which} was discontinued on advice of the Subcommittee during the year, several glossaries of place names, foreign words and phrases, technical terms, and abbreviations were issued, as well as special reference projects. In all, 36 Reference Aids were published during FY 55; only three had been issued previously.

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B. Progress Reflected From Interim Developments

Starting in February 1954, negotiations had been underway for discontinuance of the FDD Periodical Abstracts and substitution of a more satisfactory abstracting program. Promoted through the Subcommittee by Air Technical Intelligence Center, ^{an} ~~agreement~~ ^{of} agreements was reached, ~~finally published on 25 June 1954.~~ This provided that FDD would abstract from 19 Soviet titles in cooperation with similar abstracting from a complete title list of 58 by ATIC and the Air Information Division. *The "FDD Periodical Abstracts" publication was discontinued as of 28 May 1954 with issue number 276.* ^{a new agreement was,} The first of FDD's production under this ~~plan~~ ^{new agreement} were disseminated, ^{16 July 1954.} on 5x8 cards as required, on ~~7 July 1955~~. During the fiscal year, the Division produced ^{about} ~~1,600~~ abstracts.

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In the management field, FDD accomplished a most efficient readjustment to meet the demands for broader coverage. With decrease of emphasis on certain non-Communist areas, language personnel ^{were} ~~was~~ reassigned to bolster the areas of greater current intelligence interest. The Division's continued program of training for language versatility of all ^{qualified} ~~adaptable~~ personnel, and its previous outlook toward divisional organization for flexibility paid off in meeting the revised program.

Efforts of the Division to realistically reappraise its newspapers and periodical subscriptions against the new exploitation program resulted in the subscription lists being cut from [REDACTED] titles

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in 1954 to [REDACTED] in 1955. However, as the fiscal year advanced, revisions in the program required readjustment in source material and as of 30 June 1955 the Division had increased subscriptions to [REDACTED] titles. 25X1A

The period was also marked by attempts toward more timely delivery of certain sources. Through cooperation of Acquisitions Branch (formerly Foreign Branch), CIA Library, State Department air pouch delivery, and commercial air mail were resorted to, and proved, particularly satis-

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Participation in the Agency's Records Management program was expanded by FDD in late 1954. The Division records were inventoried by the Area Records Officer and a Management Staff representative. By this ^{inventory} ~~were established~~ an official disposition schedule ^{was established} for Congressional approval, providing a program for retirement, disposal, or destruction.

In FY 55 area records were surveyed as ~~sporadically~~ required and the addition of safe files was held to four for the year; three of these were for expanding glossary research and translation survey. The Vital Materials program was maintained with 31 deposits. Twenty-one deposits, totaling 43 feet, were made in retirement of Division files to Records Center. Refinement and simplification of Division paper work and message center operation continued to show results.

As a result of Executive Order No. 10501 of 15 December 1953, the reclassification of material held by the Division was required. The Division as of that date had issued more than [REDACTED] classified reports. In view of the volume involved, reclassification on an "as required" basis was authorized. By 30 June 1954, the Assistant Classification Control Officer for FDD had acted on [REDACTED] items, and during FY 55, [REDACTED] more reports were reclassified. 25X1A

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II. Division Operations

A. Collection

1. Requirements and Priorities

Foreign Documents Division started calendar year 1954 with 613 requirements on hand and before the end of the fiscal year this figure was to be considerably reduced. During the six months ending ~~fiscal year~~ [#] 1954, 1,510 requirements were received by the division, of which 1,390 were completed. There were 276 cancellations, including 100 guide requirements discontinued as a category as of 31 May 1954. ⁷ Thus, FDD carried into ~~Fy-55~~ [#] 457 requirements. ~~During~~ During the fiscal year, the division received 3,150 requirements of which it completed 2,935. There were 123 cancellations. As of 30 June ~~1955~~ 1955, the number of requirements on hand in the division stood at 544. Of these, 467 were translation service requests, while specific requests for information totaled only 77. About 20-30 percent of all requirements received carried target dates or requested priority treatment, and all such realistic requests were complied with by the division.

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Starting calendar year 1954, the division was receiving only about two-thirds of all its subscriptions to foreign language publications. This decline in receipts was felt in practically all areas, ~~but in general did not hamper noticeably any of the divisions operations.~~ The area most noticeably deficient was 25X1A ~~from which only 18 of 84 titles subscribed to were received.~~ Persistent inquiries, ~~inquiries~~ via the CIA Library and the Department of State, to the US Embassy, 25X1A

25X1A T ☐ As Fy-55 progressed, a marked improvement in receipts of source material 25X1A T ☐ was apparent. As the result of improved "third-country channels" ~~publications became steadily available, including back issues of 1952 and 1953 as well as current issues.~~ Hungary released its official gazette for open subscription. The ~~is still unavailable by open subscription.~~

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Most noteworthy was the release by the [redacted] scientific and technical titles formerly withheld. Included among these was [redacted] which had 25X1A
 25X1A been unavailable since [redacted]. In all, receipts of Soviet scientific and technical publications increased by about [redacted] percent over the previous year. 25X1A

The flow of near east material improved steadily throughout the year in quantity and regularity, although timely receipt in this area remained ~~a problem~~ ^{wanting.}
 Reflecting the shifting of emphasis ^(as reflected thru...) to the subcommittee, and ^{to allow use of more} ~~to allow use of more~~ ~~in the division's program~~ ^{manpower for Soviet bloc operations} ~~receipts of Latin American publications increased~~
~~markedly where as all India/Pakistan subscriptions were canceled when reports~~ ^{but a few}
~~on this area were eliminated as part of the program as of 16 May 1955.~~

An overall improvement in timeliness of receipts of source material was effected during the fiscal year through a substantial increase in ~~the use of air power for shipments~~ ^{the use of air power for shipments} ~~in requests~~
 approximately 20 percent of all titles are now received by air.

3. Exploitation and Processing

The period 1 January to ~~30~~ 30 June 1954 saw the FDD program of scheduled reporting developed through the expression of needs in the subcommittee on exploitation of foreign-language publication. By the start of ~~Fy-55~~ ^{Fy-55} 21 such reports had been issued. ~~Initially~~ ^{initially} "Selected Briefs from the International Press", started in May, presented ~~timely~~ ^{weekly} spot coverage in 12 selected categories as requested specifically by covert offices of CIA and other areas of the IAC. Regularly published military reports on the USSR were ~~considered~~ ^{issued} in the scheduled category during this period. In this six months, FDD produced 72,614 pages of reports of ~~all types~~ ^{all types} of which 29,387 were published and ~~disseminated~~ ^{disseminated}. In the same period, FDD U-reports totaled 24,791 pages, and the division produced 17,347 pages in reports or translations exclusively for requesting offices. The Consolidated Translation Survey, published monthly since September 1949, was averaging about 135 pages per issue and reaching a field of ~~25~~ ²⁵ consumers.

As the division turned into FY-55 the program of scheduled reporting was snowballing and by October all ~~there is~~ ^{areas} of the division had been integrated into the schedule. By 1 ~~January~~ ^{January} 1955 the subcommittee was in a position to begin its review of the program. (See ~~list of schedule reports~~ ^{list of schedule reports}, Tab A). The program for timely schedule production resulted in a considerable increase in the quantity of material published and ~~disseminated~~ ^{disseminated}. In all, the division in FY-55 ^{produced} 163,991 pages.

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Of this, 34,192 pages were published. In comparison, ^{the Division produced} ~~the~~ 165,513 pages of reports ^{of which} ~~turned out by the division~~ during calendar 1953, 39,578 pages were published ~~in reports~~ and disseminated. Another outstanding factor in the increase of published pages in fiscal 1955 was the introduction in November ~~of~~ 1954 of a new series of reports, known as the ~~information~~ ^{information} report series, by which selected unclassified translations were disseminated. This ~~series~~ accounted for 22,365 pages of publication. (See ~~TABLE D~~).

Through the ~~information~~ ^{information} series the quantity of unpublished reports produced by the division was reduced considerably, ^{30,251} ~~23,311~~ pages of U-Report ⁴ being issued in 1955 as compared to 64,043 pages filed in 1953.

Reports and translations prepared exclusively for requesting offices, especially the DD/P area, accounted for 40,013 pages of the division production. (~~SECRET~~).

4. Dissemination

Delay in dissemination in FDD reports through OCD had, by the end of fiscal year 1954, been reduced by about four days from the previous time lag of ~~from anywhere~~ from 14 to 20 days between FDD release and the item reaching the consumer. However, with the increase of the scheduled reporting resulting in a continuous and direct flow of FDD summaries and reference aids to Reproduction Division, the latter found in the face of other priorities of the agency that it was unable to maintain production on an adequate basis. Efforts throughout ~~the~~ ^{in the} fiscal year 1955 to correct the tendency toward increased backlog ~~on the~~ ^{in the} part of Reproduction Division met with little success until the end of the ~~the~~ fiscal year at which time a new grasp of the situation was taken and the indications were that Reproduction Division would meet the demand and cut the backlog as well as produce the FDD products on a current basis. Another factor in the ~~immediate~~ immediate future contributing to the possibility of more expeditious dissemination of FDD reports was the delegation of the dissemination function by OCD to Reproduction Division for direct distribution of the product to the respective consumers. As the ~~the~~ division began ~~fiscal year 1956~~, Reproduction Division was carrying a backlog of about 42 scheduled reports.

The FDD scheduled reports are largely ~~the~~ produced as FDD summaries or FDD Reference Aids, except for two weekly issues of tables of contents of certain foreign newspapers which are produced as information reports in the ~~information~~ series.

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The FDD summaries and Reference Aids are issued ^{for} ~~under~~ a distribution list which averages 130. Such lists are standard except for sporadic changes and are prepared through liaison between FDD and OCD. FDD information reports [REDACTED] are issued for an average distribution of about 60. ^{Valid} ~~Copy~~ duplicates of U-reports are furnished Records Center for supplementary distribution ~~of these products~~ through that facility upon specific request.

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Documents Division ~~physical~~ support in the form of temporary assignment of personnel for special projects of other offices of the agency and the IAC ~~was outstanding~~ during the first six months of 1954 and ~~fiscal year of 1955~~.

the Foreign Ministers Conference on Far Eastern Affairs. [REDACTED] Similarly, in April another member of the division was assigned to special service in

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be presented at Geneva "Atoms for Peace" Conference, for the AEC and DDP; ^{the} ~~an~~ evaluation of contract translations in Russian, French, and Spanish for ^{AECs} the use at the Geneva "Atoms for Peace" Conference.

Support was also rendered in the field of language instruction: at National Security Agency an FDD expert instructed a class of 12 in Mongolian; for the DD/P personnel, six were instructed in ~~the~~ five were instructed in advanced conversational Arabic, ~~and~~ and five ~~received~~ received German language training, through FDD linguists working with OTR.

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The divisions action on classified translations ~~service~~ during the first six months of 1954 and FY-55 was ^{increasingly} ~~outstandingly~~ efficient. Increased operation of liaison, increased effectiveness of the ^{Linguist} ~~language~~ service, and continued close control of translation service requirements by means of regular periodic suspense checks, all combined to make FDD translation service satisfactorily timely. As of 1 January 1954, the division had a backlog of 11,045 pages of translation service. Of this amount, 6,194 was in classified translation. During the six months period to 30 June 33,041 pages were received and at the end of the period the backlog was reduced to 10,074 pages, of which 4,743 was classified.

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Of the backlog going into ~~fiscal year 1955~~, 5,331 pages were unclassified translations and 4,743 were classified. During the fiscal year, ~~1955~~ 158,041 pages were received for translation service. Of this, 73,339 were in a special project ~~started~~ ^{started} in November and completed ^{30 June 1955} ~~as of the end of the~~ ~~fiscal year~~ on an overtime basis requiring more than 6,000 man-hours of overtime. In the end, however, the classified translation service backlog had been reduced to 4,172 pages, while the unclassified backlog had increased to 16,551 pages.

The heavy backlog ^{developed} ~~developed~~ in the unclassified translation service, ^{developed in} ~~developed~~ upon external contract operations. Organizational and administrative difficulties within the contract organization ^{combined with the error's flow of material for translation were} ~~was~~ attributed as the reasons for the not meeting ^{all} ~~the~~ requirements placed by FDD on behalf of CIA. As the fiscal year closed, such difficulties were being resolved with the strong promise that the backlog would be reduced and the service placed on a more current basis with more strict observance ~~of~~ ^{of} priorities and target dates assured.

The program of scheduled reporting ^{may be a factor} ~~is attributed~~ the reason for a drastic reduction in the number of specific requirements received by the division during ~~fiscal year 1955~~ since such scheduled reports covered to a great extent the needs of the requesters as coordinated in the subcommittee on exploitation of foreign language publications. The year which began with a carryover of 457 requirements, ~~which~~ ^{which} about equally divided between specific requests and translation service requirements, ended with a ^{backlog of} ~~carryover of 457~~ 544 requirements, of

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which only 77 were specific requests. Of the 3,150 requirements received during the year, only 425 were for specific information as compared to 2,725 for translation service. ^{the source of} of the 467 translation service requirements remaining at FY-55, 347 were unclassified translations in the hands of ~~the~~ contractors.

25X1A Another support function continued by the division was ~~that of~~ the abstracting of enclosures. During the first six months of 1954, FDD ^{prepared} ~~received~~ 1,089 ^{abstracts from} ~~of these totaling 18,348~~ ^{foreign language} pages from which ~~corresponding abstracts were prepared and disseminated.~~

In fiscal year 1955, the division prepared 1,535 abstracts from a similar number of enclosures totaling 29,903 foreign language pages.

C. Coordination and Liaison

The subcommittee on exploitation of foreign language publications, meeting ~~bi~~-weekly through the 18 months covered by this report, proved to be one of the strongest coordination factors ever available to FDD in its operations with CIA and the IAC. Through the committees initial manifestations of ~~the~~ the requirements of the agencies represented thereon, the division was enabled to concentrate its exploitation effort and organize its production for the utmost satisfaction of the consumers in the intelligence community.

This was particularly evident during the period of review, ⁱⁿ ~~during~~ the latter part of FY-55, when programs of the division were revised through the subcommittee for the elimination of features no longer desired ^{which were} or adequately covered by other sources. Express example of this is the program which was deleted as an FDD effort owing to the great volume of publications in that area available in English ^{and the high priority need for linguists in the Bloc area.} ~~language in the original press.~~

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Another excellent coordinated effort originating with subcommittee action was ~~that~~ for the abstracting of Soviet scientific and technical periodicals. Until June 1954, such abstracting ^{was} ~~had been~~ done on a regular basis ^{by} FDD and disseminated in a publication known as "FDD Periodical Abstracts." The most urgent requirement for abstracts came from the Air Force. Meeting with representatives of the Air Technical Intelligence Center, ~~at~~ Wright Field, and of the Air Information Division, Library of Congress, a cooperative agreement ~~agreement~~ was drawn up to the end that future abstracting would be accomplished as follows:

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FDD would abstract [redacted] technical and scientific titles; ATIC would abstract 23; and AID would abstract 13. Such abstracts would be prepared on standard 5 ^X 8 cards in a common format and the dissemination would be carried out by the respective parties concerned. FDD's first production ^{of abstracts} ~~along this plan~~ was disseminated in early July ¹⁹⁵⁴ ~~of fiscal year 1955~~ and is now ~~carried on as~~ a continuing part of the ~~exploitation~~ program.

The Consolidated Translation Service operated by FDD continued as the master coordinating instrument within the IAC of translations completed or in progress, its main objective still the prevention of ~~error~~ ^{duplication} within the intelligence community. ~~This service is to be~~

The CTS prevented 208 cases of duplication, totaling 4,869 pages, during the six months ending 30 June 1954. Increase in its subject survey service was evident as a result of operational liaison. There were inquiries from five IAC offices resulting in 44 surveys developing 3,082 appropriate items for use of analysts.

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^{in FY 55.}
9 Expansion of the CTS coverage, ~~however~~, was largely through nongovernment sources via [redacted] The CTS index files continued to increase at the rate of better than 900 items per month and now contain more than 70,000 cross-indexed references to translations.

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9 More than 5,000 items were checked against the index during FY 55 with the result that 507 cases of duplication, ~~none~~ ^{estimate could be made of} 14,580 pages of translation, were prevented. No ~~duplication~~ duplication prevented through direct use of the CTS monthly listing which is disseminated to more than 270 users in the IAC. During the year, subject surveys were made on 48 requirements from analysts ~~of~~ and 3,542 appropriate translations were listed for possible reference to their projects. (See TAB C).

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This service continued to expand at the rate of about 1,000 new items per month and as FY-55 ended increased requirements for subject surveys were being received by the CTS index. (See Tab B for CTS statistics).

The program laid down by the subcommittee ^{encouraged} increased liaison on the part of division personnel with their counterparts in CIA and the other IAC agencies, ~~involved~~. Greater operational contact was required ~~in order~~ to clarify generalizations of the subcommittee representatives on requirements and to assure that the working-level analyst was satisfied with the FDD product ~~and was~~ thoroughly aware of the capabilities of the division. ~~in providing the infor-~~

Ad hoc liaison with the government agencies outside of CIA totaled 94 clearances during ~~the~~ FY-55 as compared to 91 the previous year, ~~maintaining~~ and continuing liaison was cleared for ~~the~~ FDD personnel in 1955 as compared to ~~the~~ 1954. It should be noted that the increased ~~liaison~~ liaison of the Division is not reflected numerically but must be considered factual as expressed by increased ^{but unrecorded} activity within the Agency and the expanded use of the continuing liaison approved for outside CIA. (See TAB G ^{for} Liaison Subcommittees).

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~~the~~ indoctrination into FDD's operations and capabilities was also continued during the 16 months period covered by this report. In one instance, all of the division's China personnel met with all branches of ORR dealing with China to discuss ORR needs and to ^{receive} ~~provide~~ program guidance in implementation of the subcommittee agreements. Numerous meetings were held with OSI personnel to assure that their requirements were being met, and similar conferences were held with representatives of the covert operations to cover specific details of their express requirements.

CIA Library and Analysis Branch of OCD were also represented at conferences with FDD in which the CTS operation was explained and coordination agreements made by which the CTS was more easily expanded through knowledge of translations available within the agency and the work of the librarians facilitated by reference to the CTS.

Throughout the period, coordination and cooperation between the FDD screening and document control personnel and the CIA Library increased ~~noticeably~~ noticeably. Direct reference of material of possible interest to FDD analysts was initiated by Acquisitions Branch with the FDD Screening Section, assuring the Division of almost complete coverage of receipts through State Department procurement. Better effectiveness of ~~the~~ subscription procurement was also indicated with the Library's expressed intention of centralizing this activity in one branch.

The FDD ^{request} ~~language~~ service in ~~the~~ was another excellent factor in advancing the coordination of FDD operations with those of consumer units of the agency as well as proving an excellent medium of immediate liaison for solution of spot problems. This service was so popular that, during FY-55, requests were received from OSI for a branch of ^{FDD/LS} ~~the service~~ in Barton Hall when space could be made available, and a similar request from the covert services for the ^{expansion of the LS for} ~~language~~ service in the ~~Building~~ vicinity. ^{is pending request} The ~~language~~ service in ~~the~~ Building during the year averaged 850 contacts per month; ORR was the principal ~~disseminator~~, followed by OSI in 1954, respectively. German and Russian each averaged 40 percent in ~~dissemination~~, with Satellite Slavic at 15 percent.

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Also in the nature of coordination was the FDD participation in conferences relative to plans for the activation of the Armed Services Document Intelligence Center. As a result of these conferences, FDD ^{provided upon} request ~~to make~~ recommendations ^{against} ~~on the~~ ^{proposed} activation ~~to the Army Security Center~~ ^{at this time}.

Two Reference Aids were published by FDD in the Spring of 1955 to the end of assisting coordination of the foreign language effort throughout the IAC: Reference Aid No 36, "Foreign Publications Exploitation Review" and Reference Aid No 39, "Foreign Language Serial Publications Exploited by Foreign Documents Division."

D. Consumer Reaction

Appreciation of the FDD product during the 18 months of this report was increasingly favorable. A few examples of commendations and appreciation for FDD work follow:

From chief, TSS/SAD, for achieving practically 100 percent recovery of an almost illegible photostat of a Chinese document.

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From AD/RR, for [REDACTED] on the development of communications in Poland.

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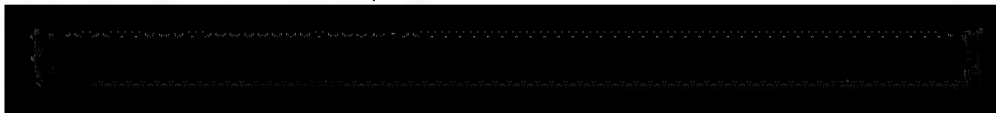
From chief, R&M/OIS, for FDD ^{Reference} ~~XXXXX~~ aid No 2 "Communist Prospective".

From AD/CIN, for FDD reference aid No 3, "Some aspects of Sino-Soviet relations following Stalin's death".

From chief FE/DDP, for FDD paper on "New Soviet encyclopedia discovers" Maotse-tung".

From chief, ^{P+E} ~~FE~~/OSI, for evaluation of monitor tapes in Russian, Polish, and Hungarian, leading to determination of the extent of jamming by ^{the USSR of} ~~the USSR of~~ Western broadcasts to the Soviet block.

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From OIR/State, for FDD summary 266, "Organizational Information on Bulgarian Ministries and other government agencies; biographic information",

From chief, TSS/ID, for [REDACTED] "Rumanian Trade Unions and Trade Union Officials".

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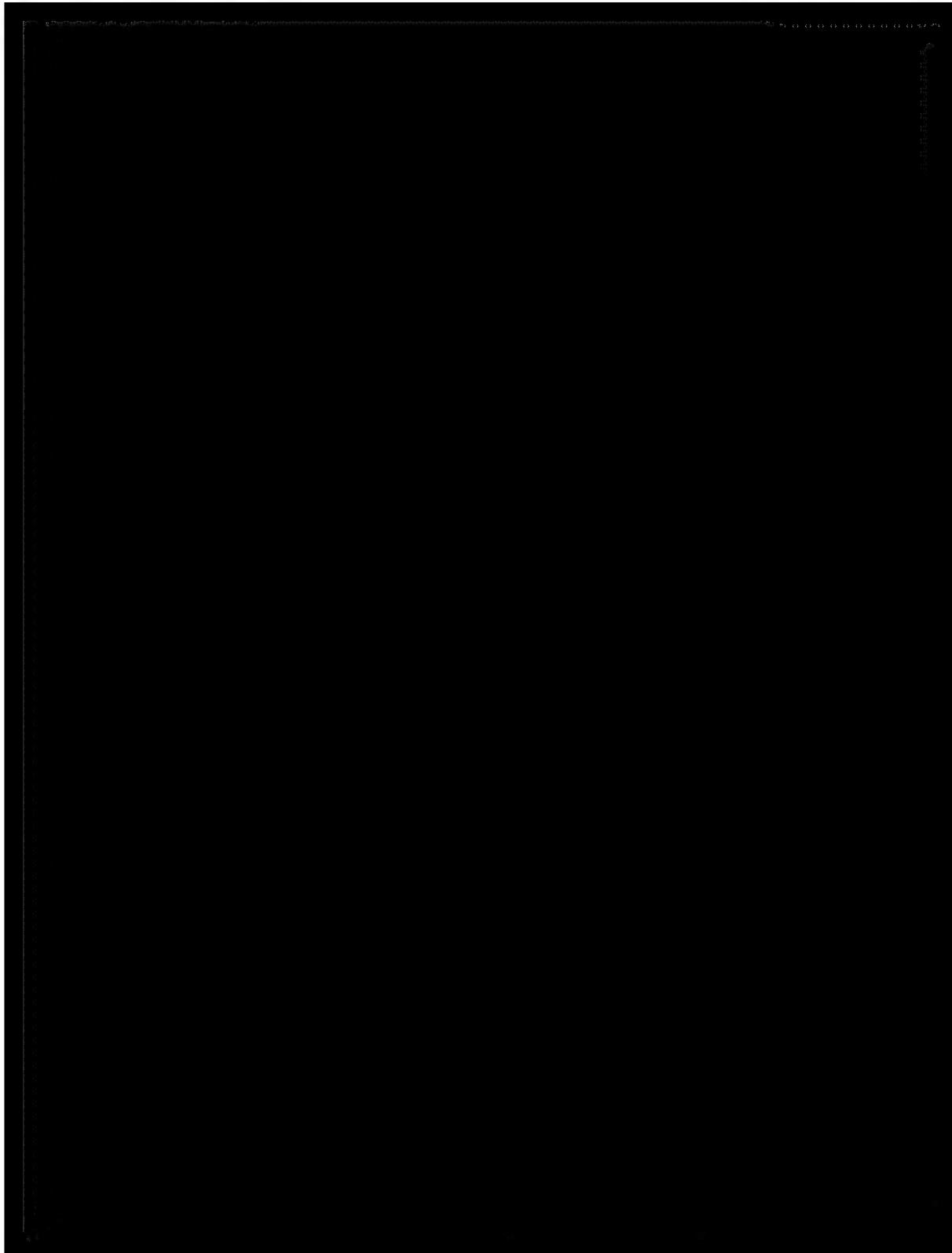
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From chief, EE/OSI, for FDD summaries 346 and 352, "Soviet Navigation Radar
Station 'Neptun', part I and II."

From division of research for far east, Department of State, for FDD
scheduled publication "Monthly Information Report, Korea"
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III. Management

25X1A A. Personnel



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B. Training and Career Service

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During the period January to June 1954, a total of [redacted] FDD personnel engaged in various training programs, eleven received instruction in advanced language studies or in the rarer languages. In addition, other personnel received instruction in courses applicable to their assigned duties, at [redacted] the [redacted] CIA management, [redacted] clerical courses and in the agency human resources program. 25X1A

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The Division's internal training program supplied instruction to language trainees in Bengali, Armenian, Turkish, Indonesian, Russian, and Chinese. There was also a Division Reports writing course completed by 20 FDD personnel, and five attended a clerical refresher course given by the Office of Training. In cooperation with the Office of Training, 20 of the Division's professional personnel received basic instruction in typing. All clerical personnel received into the Division were given two weeks introductory clerical training in FDD procedures. [redacted] supervisory personnel of the Division completed the agency management course. 25X1A

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Besides such formal training, [redacted] FDD analysts participated in field trips to various East Coast industrial plants to observe various technical processes.

During FY-55, the training program within the division was intensified and broadened under a linguistic support staff which was created in December 1954. Intensive training courses were conducted in Rumanian, Burmese, Turkish, and Russian. To increase the Division's flexibility, "back stopping" courses in Mongolian, Chinese, and Russian were given for Division on-duty personnel, (See

Tab C).

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In all, during 1955, more than [redacted] FDD personnel participated in various internal and external training programs. Of these, [redacted] were engaged in language training and of this number [redacted] took part in training programs conducted by the division. At close of FY-55, [redacted] were still in a training status in various courses of the division. Largest training groups in the Division program were in Russian with [redacted] students, Chinese [redacted] and an English review course occupied [redacted]

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^{facilitate}
To ~~better implement~~ the Division instruction program, arrangements were initiated to procure foreign-language training records and tapes from the language laboratory of OTR.
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In the career service field, Foreign Documents Division believes it has maintained an interest ⁱⁿ ~~in activity~~ well abreast that of the entire agency. To assure that the Division's top supervision was cognizant of agency ideals in the fields of personnel ~~as~~ as related to operations and management, Branch ~~Chiefs~~ ^{and} Deputy Branch Chiefs, ~~wherever~~ were sent to the management training courses operated by the Office of Training. In turn, Section Chiefs were sent to ~~the~~ OTR's courses in basic supervision and such training is continuing as the courses become available.

Throughout the period of this report, the Division's staff, composed of the Branch Chiefs, has met monthly with the Division Chief and his deputy as a "management board." Aside from discussion of management problems in general and of Division policy, this board has acted as an informal Division career service board ^{covering the} with consideration of promotions, rotation, and ^{other assignments} ~~transfers~~. Such action taken by this informal board is in the form of recommendations ~~for~~ the Division Chief ~~to make~~ ^{decision}.

Training has been assigned ~~to~~ select personnel to the end that they become better qualified for their present positions or to ~~further~~ ^{the} line of their normal advancement.

Certain personnel have been rotated to ORR for varying periods and ORR in turn has rotated ~~some~~ some of its personnel to FDD for training in the foreign language field. In its normal support role, the Division assimilates a considerable amount of rotation through the temporary assignment to other offices of its linguist personnel for duties on specific programs. ~~Internally~~ within the Division, rotation ~~was~~ a normal procedure in the flexible use of multilingualists, as required outside their normal assignment. Operation of the language service in ~~Building~~ Building also 25X1A

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furnished a form of rotation as personnel assisting the chief of that service
 once
 is changed each month. In the last six months of FY-55, [redacted] of the Division's 25X1A
 analysts were rotated for ~~a month~~ duty with the editorial section. To better
 acquaint the area branches with editorial practice and policy as well as to
 indoctrinate such personnel for emergency service in editorial as might be re-
 quired.

25X1A With the ^{introduction} ~~inception~~ of the CIA Career Staff concept early in FY-55, FDD has
 had [redacted] of its personnel become eligible before 30 June ¹⁹⁵⁵ ~~at the end of the~~
~~fiscal year~~. Of these only six failed to apply for membership. On 2 May 1955
 the assistant director for operations presented [redacted] career staff certificates to 25X1A
 FDD personnel, the first group ^{of the Division accepted into the} ~~processed in the~~ career staff process.
 There were [redacted] of the Division personnel, ~~eligible~~ who had applied for member- 25X1A
 ship, still to receive notification of their acceptance or rejection for the
 staff as of 30 June 1955.

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C. Organization

The experimental organization of a Western World Branch, which had been effected in October 1953 through merger of the Western Europe and the Near East/Africa Branches, ~~of the division~~, proved so satisfactory in the early months of 1954 that it was placed on a permanent basis in the table of organization. The Western World Branch was formalized on 10 July 1954. As a result of reassessment of requirements on the Western World Branch by the subcommittee in the later half of FY-55, ~~this~~ branch was internally organized to ~~be~~ ^{re} ~~integrate~~ ^{allow for assignment of} ~~the~~ language personnel to the areas of ^{most} specific interest.

In December of 1954, the functions of the ~~language~~ ^{language} service operating in M Building and that of the division training officer were combined under one linguist support staff. Under two expert linguists this change anticipated an expansion of the ~~language~~ ^{language} service as requested by CIA offices, and also a greater accent on the language training of division personnel and recruit trainees to "back stop" the needs of the Division and provide ^{against} the constant drain of ~~FDD~~ ^{FDD} division personnel ^{for} ~~to~~ ^{managing projects} ~~the~~ requirements of other offices of CIA (See Tab C).

~~and tab~~

D. Fiscal

During the first six months of 1954, the FDD overtime program, by which a substantial amount of priority translations service requirements were being met, was somewhat reduced as compared to previous figures. For the period of about a month, a lack of funds reduced the overtime to practically nothing until the program was able to resume through a transfer of the necessary funds. During the six months, a total of [redacted] hours was worked on overtime for an average of [redacted] hours per pay period. During the previous calendar year the average worked was [redacted] hours per pay period.

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During FY-55, adequate funds were provided for an expanded FDD overtime program. One special project alone took [redacted] hours. In all, [redacted] hours of overtime were worked during the fiscal year, showing an average of [redacted] hours per pay period.

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E. Special Division Problems

Over the eight years of the divisions history it had been impossible to fill its scientific-technical table of organization owing to the difficulty of recruiting ~~scientific and technical personnel~~ ^{capable scientists} with an adequate knowledge of foreign languages ^{at the salaries allowable}. In the course of time this problem had been approached in numerous ways, but until the Civil Service Commission recently provided for the payment of a salary differential for scientific personnel there appeared no way out of the difficulty. With the CSC provision for up-rating of such specialized personnel, recruitment became more successful for the divisions needs and for the first time in its history the scientific-technical ~~personnel~~ ^{Table} was filled as ~~Fiscal~~ ^{FY-} 1955 ended.

Another problem of the division which was in the process of resolution as FY-55 came to a close, was that of relating the ratings of clerical personnel with the new rating standards for recruitment of ~~new~~ ^{clerical} personnel. To this end, reclassification steps were taken and indications as FY-56 started were that ~~the~~ the classification of experienced personnel on the job in the division would be placed on a more equitable basis with the ratings provided for recruitment.

Under study as the FY-55 ended was the FDD proposal for ~~the~~ ^{language} establishment of ~~a~~ training slots for the instruction of aptitude-tested personnel in foreign languages needed to back stop the drain on FDD experienced linguists.

IV. Deficiencies

A. Internal

Most outstanding internal deficiency in FDD operations continued to be the ~~depth~~ ^{shortage} of manpower. The inadequate organizational allowance of language personnel is felt to be denying the intelligence community of the full value of information available in the foreign language publication field. In Russian, the lack of sufficient personnel is preventing the coverage of all ~~the~~ available sources, particularly in the periodicals; is preventing the coverage of gaps left by the Department of State ~~and~~ ^{and} other ~~known~~ ^{exploitation} translation facilities; and information on China and other Soviet block ~~areas~~ ^{areas}, reflected in the Soviet press and periodicals, is being neglected if not entirely ignored. This lack of personnel is also preventing the advance of a balanced exploitation program on the USSR in the

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scientific and technical field, and the division is left ~~in this respect~~ the only recourse ~~of value that~~ ^{highly} of supplying selective material based on specific requirements as reflected by the subcommittee. It has also prevented an integrated program on the scientific and technical developments in the Soviet satellites. In the other foreign-language areas of the divisions operation this is reflected throughout and the available manpower provides only for a skimming of the surface of available information of value in assessing the potentials of the Soviet block.

The lack of clerical recruits, against ~~70~~ slots available, has continued to be a severe handicap on the output of the division. In area branches, the lack of sufficient clerical help has resulted in the ~~loss of~~ professional personnel ^{providing their own typed drafts} ~~the analysts doing their own typing~~. Publishable material has remained in backlog, at times, for an excessive period and the processing of material for reproduction has required a disproportionate amount of overtime to provide for the divisions adequate production against schedule.

B. External

While coordination in the intelligence community in relation to FDD has improved over the past 18 months, it is still felt that a ^{lack} of cooperation on the part of CIA offices and other members of the IAC is continuing to frustrate ~~the sufficient control~~ of translation and exploitation ~~of foreign language efforts~~. Duplication of effort ~~in~~ in the field and in the (U. S.) is

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Delays continue in the recruitment and clearance procedures for language personnel for FDD. Losses of personnel ^{of value} ~~valuable~~ to the division continue as they take other ~~employment~~ employment during the interim of recruitment and final clearance.

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It is felt that there is an outstanding deficiency in provision for adequately training people to back stop the personnel loss of Foreign Documents Division through attrition, particularly through ~~loss~~ *through personnel loss* from other parts of the agency. X

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V. Objectives.

A. Short Term

1. The Division will, through the Subcommittee on Exploitation of Foreign Language Publications, continue the reassessment of consumer requirements for exploitation of foreign language publications through reviews of the FDD programs set up by the Subcommittee.

2. The Division will renew its study of, and take action required ~~XX~~ to meet consumer demands for speedier dissemination of Division reports.

3. FDD will continue in its aim to extend the existing liaison relations to even greater operational intimacy between the Division analysts and their counterparts ^{in the intelligence community} for closest association of needs and service.

4. The Division, within the fiscal year, will attempt to compile and publish a ^{cumulative} ~~commutative~~ index of the ^{translation} consolidated survey to the end of greater coordination of translation service ^{and} ~~as a service~~ ^{reference} to the IAC.

5. Also, in the interest of better coordination of operations, the Division will publish revised listings on its ^F exploitation survey and publications exploited by FDD, both of which were first ~~published~~ published in FY-55.

B. Long Term

1. Through the Subcommittee, and all other ^{areas} ~~of~~ cooperation, the Division will attempt to ^{maintain} complete coverage within the IAC framework of all foreign language operations for maximum coordination efforts.

2. In order to meet restrictions ^{against} recruitment of alien-related personnel, the Division will attempt to provide training of ^{more readily} ~~security~~ security-clearable ^{able} personnel in required languages.

3. ^{With OTR's} ~~Through~~ cooperation, ~~of OTR~~ FDD will try to ^e affect, through a language-training program, ^a ~~for~~ supply of linguists ^{for} agency offices and as insurance against ^{handicapping} ~~deletion~~ of FDD's operational effectiveness.

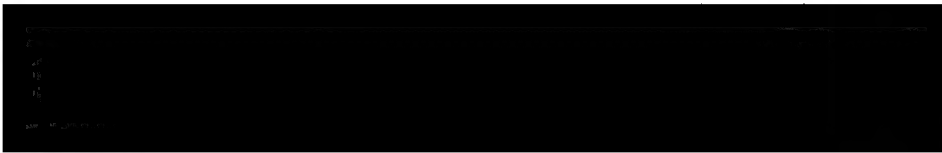
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4. The Division will give additional emphasis to its career service and management program so as to most fully develop ~~its~~ available manpower.

5. FDD will extend the liaison ^{and} operational facility of the FDD ^{linguist} ~~language~~ service to ~~all~~ appropriate areas of the agency as required and as space is available.

6. FDD, through its contract facilities, will strive for increased capacity ~~to~~ to absorb a larger volume of unclassified material and to maintain or reduce the cost of such work.



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